

INSTRUCTIONS

If you are using this CHANGE CARD for address change only, your Principle Lending Manager's signature is not required.

Transferring From One Principle Lending Manager To Another

- Both the "old" PLM from whom you are transferring and you (the individual mortgage officer) must sign and date the **left side** of the CHANGE CARD. From that date forward, you are no longer eligible to conduct business until you have affiliated with another PLM.
- The "old" PLM from whom you are transferring retains a copy of this card for his/her records
- The "old" PLM must return your wall license.
- Both the "new" PLM to whom you are transferring and you (the individual mortgage officer) must sign and date the **right side** of the CHANGE CARD.
- The "new" PLM retains a copy of the CHANGE CARD for his/her records.
- The "new" PLM takes possession of and retains your wall license.
- Mail, fax (801-530-6279) or deliver a copy of this CHANGE CARD to the Division of Real Estate within **five working days**. Retain a copy for your records.
- The official date of the change is the date the completed change card (plus fees and other requirements, if any) is received at the Division.

Inactivating: Complete a., b., and c. above. In addition:

- Sign and date the right side of the CHANGE CARD and check the "inactive" box.
- Mail or deliver a signed copy of this CHANGE CARD to the Division of Real Estate within **five working days**. Your license will then be maintained on our files as 'inactive' until you again activate with a PLM. Retain a copy of this form for your records.
- Be sure to keep your wall license in a safe place until you 'activate' or until you renew, because you will need to give it to your new PLM.

Activating from Inactive Status: Complete d., e., g., and h. In addition:

- Submit appropriate fee (and required education, if any).
- Take your wall license to your new PLM.

Changing an Entity Name

- Documents showing that the entity name has been changed with the Utah Division of Corporations and applicable fees are required in order to change the entity name with the Real Estate Division.

***IF THE PLM OR INDIVIDUAL MORTGAGE LENDER IS NOT AVAILABLE TO PROPERLY EXECUTE THIS CHANGE CARD THE CHANGE MAY STILL BE MADE PROVIDED A CERTIFIED LETTER ADVISING OF THE CHANGE IS MAILED TO THE LAST KNOWN ADDRESS OF THE UNAVAILABLE LICENSEE. A COPY OF THE LETTER MUST BE ATTACHED TO THE CHANGE CARD ALONG WITH A COPY OF THE STAMPED CERTIFIED POSTAL RECEIPT WHEN IT IS SUBMITTED TO THE DIVISION OF REAL ESTATE.**



State of Utah
DEPARTMENT OF COMMERCE
DIVISION OF REAL ESTATE
160 East 300 South
Box 146711
Salt Lake City, Utah 84114-6711

DIVISION OF REAL ESTATE MORTGAGE CHANGE CARD

Make a copy of this form for each of the following entities:

- ✓ Division of Real Estate
- ✓ Licensee (You)
- ✓ New PLM
- ✓ Terminating PLM

CHANGE FROM:

CHANGE TO:

Name of Licensee		<input type="checkbox"/> Individual <input type="checkbox"/> PLM <input type="checkbox"/> Entity	Name of Licensee		<input type="checkbox"/> Individual <input type="checkbox"/> PLM <input type="checkbox"/> Entity
Licensee #		<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Expired	Licensee #		<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Address
Address of Record (not a PO Box)			Address of Record (not a PO Box)		
City	State	Zip	City	State	Zip
Phone (Home)		Phone (Work)	Phone (Home)		Phone (Work)
Name of Entity		Entity #	Name of Entity		Entity #
Principle Lending Manager		License #	Principle Lending Manager		License #
Signature of Principle Lending Manager		Date	Signature of Principle Lending Manager		Date
Signature of Licensee		Date	Signature of Licensee		Date